

BADSLEY PRIMARY SCHOOL

Badsley Moor Lane

Rotherham

S65 2QS

☎ 01709 828665

Email: school@badsleyprimary.org

Headteacher: Mr. M Windle



LEAVE OF ABSENCE REQUEST FORM

****Before completion, please refer to information about the National Framework for Fixed Penalty Notices (see reverse of this form)***

I wish to apply for my child(ren) to take a leave of absence during term time.

Name of Child(ren): _____ Year Group/ Class: _____

Start date: ____/____/____ End date: ____/____/____ Total number of school days missed: _____

If you are applying for a leave of absence for a sibling at another school within Rotherham please give their details below.

Name of Child(ren): _____ School Name/ Year Group: _____

Reason for requesting leave of absence:

Parent 1:

Full name: _____

Address: _____

Parent DOB: ____ / ____ / ____

Will children be with this parent on leave of absence? Yes/No (Please circle)

Parent 2:

Full name: _____

Address: _____

Parent DOB: ____ / ____ / ____

Will children be with this parent on leave of absence? Yes/No (Please circle)

Signed: _____ Parent/ Carer

*Must have parental responsibility or day to day care for named child(ren).

Date of application: ____ / ____ / ____



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The circumstances of each individual request will be taken into account. If your leave of absence is granted, the school will contact you.

If you go ahead with the leave of absence when unauthorised, school will request the Local Authority considers issuing a Fixed Penalty Notice and/or further enforcement action.

Leave of absence in term time – Information for consideration.

- Any request for leave must be made in advance.
- There is no requirement to authorise just because a request has been made.

NATIONAL FRAMEWORK FOR FIXED PENALTY NOTICES (FROM RMBC WEBSITE):

From 19th August 2024 the Government have introduced a new National Framework for Penalty Notices. Under the National Framework all schools will be required to consider a Fixed Penalty Notice (FPN) when a child has missed 10 or more sessions for unauthorised reasons in 10 school weeks. Each school day has 2 sessions, AM and PM, meaning 10 sessions could be 5 full school days or 10 half days.

In the majority of cases, schools and the Council will try and provide support to help you improve your child's attendance first, but if this isn't effective, or if the absence is for an unauthorised term time holiday, parents may receive an FPN. FPN's are used as an alternative to prosecution.

The National Framework for Penalty Notices sets out that a maximum of 2 FPN's per child, per parent can be issued within a rolling 3-year period. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool will be used.

- **First FPN in a 3-year period:** £160 per parent, per child to be paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days
- **Second FPN in a 3-year period:** £160 per parent, per child to be paid within 28 days
- **Third occasion in a 3-year period:** A FPN will not be issued, and the Council will consider alternative enforcement

OFFICE USE ONLY:

Date application received:

Attendance to date:

Attendance history:

Outcome:



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